The Walker School

Audacity Directions: Uploading Audio Files to a First Class Workspace.

1. **Open First Class.** Click on the First Class icon on your desktop.



1. Log into your First Class Account.



1. Open the First Class workspace for you class.

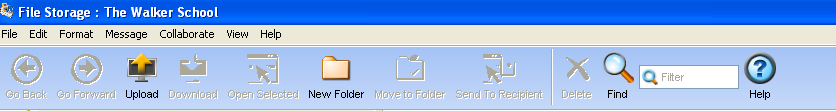
(*See setting up a First Class workspace if you have not done so already.)*



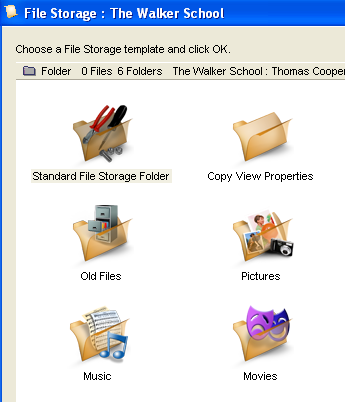
1. Click on “File Storage” icon.



1. **Add a Folder to File Storage:** Click on “New Folder”.

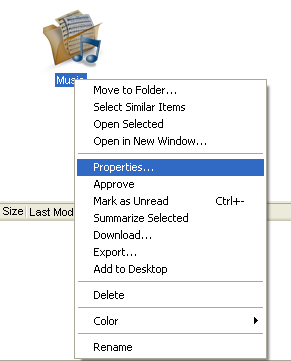


1. Click on the “Music” folder.

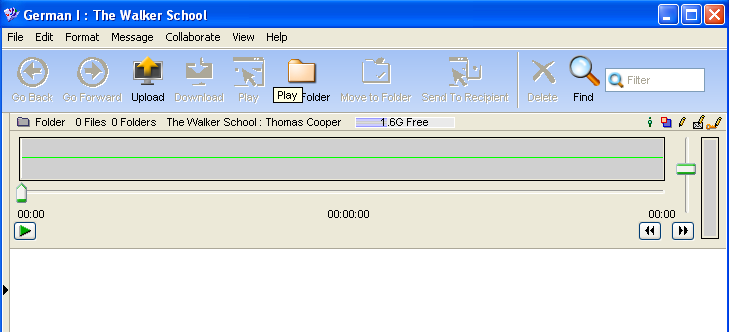


*Note: A “Music” folder is the best folder to use because it has an audio player built into the folder. If you upload audio recordings to one of the other folders, students will have to down load the file and play it in Audacity to hear it.*

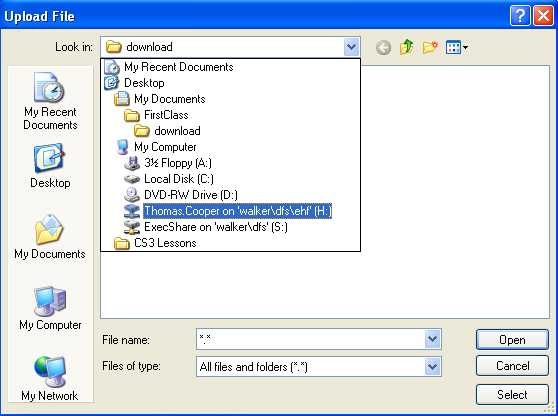
1. Right click on the folder and go to “Properties” to rename the file. Name the file.



1. **Upload Your Files:** Click the “Upload” button to upload one or more files. If the button is grey, then click on a white space somewhere in that window to activate the window.

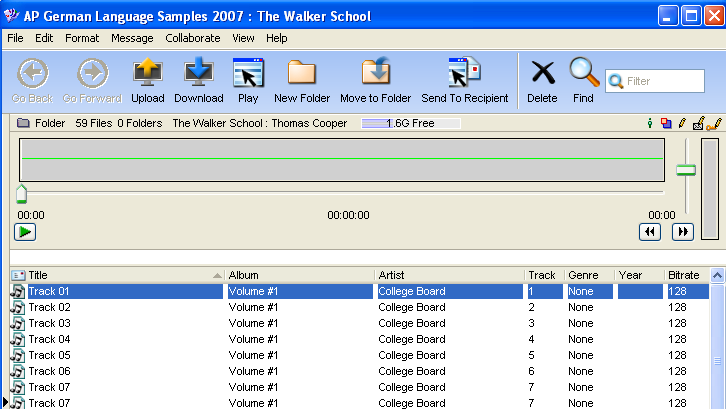


1. Navigate to the folder where you saved your files.



*Hint: You can upload more than one file at a time by clicking on the first file you want to upload, then clicking on the shift button and holding it while clicking on the last file you want to upload. Release the shift button and click “open” to upload the files.*

1. You should now see a list of the audio recordings you uploaded.



1. Close the folder when you are done by clicking on the “X” in the upper right corner of the window.